

# ASICOMP.COM

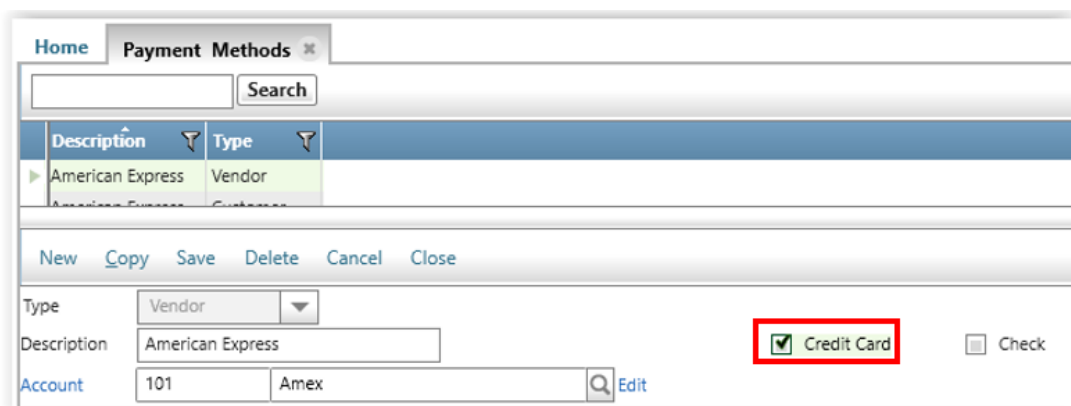
Portal > Knowledgebase > ASI SmartBooks Knowledgebase > Vendors > How Do You Record a Negative Payment to a Supplier?

## How Do You Record a Negative Payment to a Supplier?

Angie K - 2023-07-11 - in Vendors

Bill Pay optionally allows recording a negative payment. This can be used for things like recording a credit received back from a vendor on a credit card.

The payment method record used when paying a vendor has a new checkbox for Credit Card.



Description	Type
American Express	Vendor

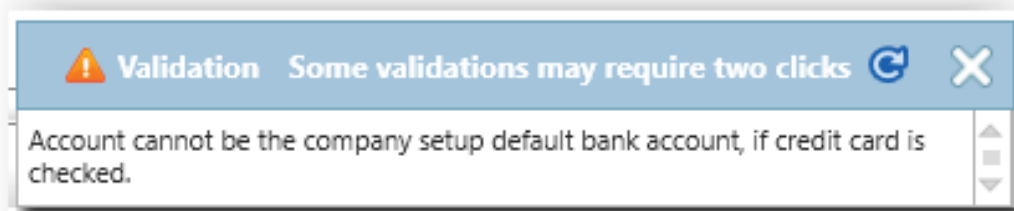
New Copy Save Delete Cancel Close

Type: Vendor  
Description: American Express  
Account: 101 Amex

Credit Card  Check

The payment method general ledger account should reflect the appropriate account to be affected in Bill Pay.

- A payment method can only be checked as Credit Card or Check, not both. The negative pay feature can only be used with the Credit Card payment method. Selecting Check as the payment method will not allow a negative payment to be processed.
- If you check Credit Card, you must assign a general ledger account other than your Company Setup default bank account or you will receive a validation.



When Credit Card is checked, Bill Pay allows the check payment amount to be a negative. A check will not be printed for these negative payments and no check number will be assigned.

Process Cancel Close

Vendor 65144 Art Unlimited

Method American Express

Account 101 Amex   Pay by Vendor due date

**Waterloo Specialties**  
402 E 4th St  
Floor 2  
Waterloo, IA 50703

Reference

Date 5/20/2022

Pay to the Order of Art Unlimited   **(\$75.00)**

**Seventy-five and 00/100** Dollars

Memo

<input type="checkbox"/>	Type	Reference	Date	Terms	Discount Date	Discount	Due Date	Amount	Discount Taken	Payment	Balance
<input type="checkbox"/>	Advance	Order 102	3/15/2022					(\$39.75)	0.00	0.00	(\$39.75)
<input type="checkbox"/>	Invoice	44555	5/17/2022	Prepaid			5/17/2022	\$25.00	0.00	0.00	\$25.00
<input checked="" type="checkbox"/>	Invoice	CM74965	5/20/2022	Prepaid			5/20/2022	(\$75.00)	0.00	(\$75.00)	\$0.00

These transactions will appear in Bank Reconciliation under Payments for the general ledger account attached to the payment method used during Bill Pay.

Home Reconcile\*

Process Save Progress Cancel Close

Function Reconciliation

General Ledger 101 Amex  - New Reconciliation

**Reconciliation** Bank Statement Date 5/20/2022 Print Options:  Print Reconciliation  Print Outstanding Transact

Starting Balance 0.00 Ending Balance 0.00

Deposits (0)

Payments (1)

<input type="checkbox"/>	Cleared	Check/Reference	Memo	Pay To Name	Amount	On	Date	Name	Payment Method
<input type="checkbox"/>				Art Unlimited	(\$75.00)	<input type="text"/>	5/20/2022	Art Unlimited	American Express